

## **JOB ANNOUNCEMENT**

**POSITION:** Administrative Assistant I  
**STEP RANGE/SALARY:** 33-38/ \$11.90-\$13.62  
**TYPE OF POSITION:** Full-time, with benefits  
**LOCATION:** Administrative Office of the Courts - Salt Lake City  
**CLOSING DATE:** August 28, 2006 at 5:00 p.m.

**APPLICATIONS SHOULD BE DIRECTED TO:**

Human Resources  
450 S State, P O Box 140241  
SLC UT 84114-0241  
(801) 578-3890 phone  
(801) 238-7814 fax

**TYPICAL DUTIES:** Under general supervision of the Juvenile Court Administrator, performs clerical and secretarial tasks to include:

- Composing and typing correspondence and various legal documents using word processing, and transposing minutes of meetings
- Coordinates Interstate Compact of Juveniles including file maintenance, addressing phone calls from other states, seeking progress reports and compiling with rules of the compact
- Paying vendors and monitoring administrative budget
- Organizing locations of meetings including ordering food and beverages
- Answering incoming calls and taking detailed messages
- Inputting information into computer system
- Scheduling appointments, court hearings, interviews and conference calls
- Performing other secretarial duties as assigned

**MINIMUM QUALIFICATIONS:** Graduation from high school or equivalent and four years of increasingly responsible experience as a secretary or administrative assistant; OR any equivalent combination of education experience. Typing at 65 wpm, working knowledge of office procedures, grammar, spelling, punctuation, and skill in word processing. Must possess excellent written and oral communication skills, display initiative with a minimum of supervision, and ability to exercise independent judgment. **Preference may be given to applicants who are familiar with WordPerfect word processing.**

**APPLICATION INFORMATION:** State Court application forms are available at the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, or downloaded from the Internet at [www.utcourts.gov](http://www.utcourts.gov). Applications should include a resume.

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*